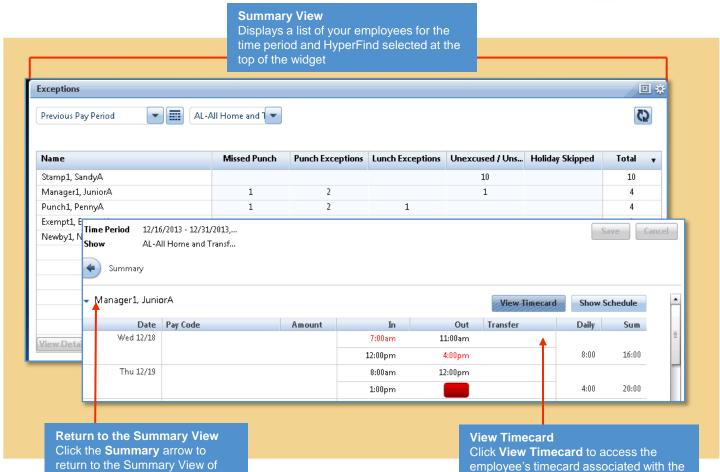
Exceptions Widget - Manager

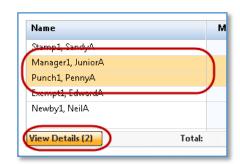




To access the Details View by employee, select the employee names you wish to review and click the **View Details** button.

the Exceptions widget

Tip: Hold down the CTRL key to select multiple employee names.



To access the Details View by exception type, hover your cursor over the exception type column heading and then click the **Details** button.

selected exception

Details)			
Missed Punch	Punch Exceptions	Lunch Exceptions	
	B		
2	2		
2	2	1	

Timecard/Exception Detail	Exceptions	
Purple text	Information generated from the system.	
Solid red box	Indicates a missed In or Out punch.	
Green border around a cell/green text	Indicates missing time that a manager has justified and marked as reviewed.	
Green border around a date/green text	Indicates an absence that a manager has justified and marked as reviewed.	
Red border around a cell/red text	Indicates an exception, such as a late punch. Move the mouse over the cell for more information.	
Blue border around a date/blue text	Indicates an excused absence such as a holiday.	
🔳 or 🞑	Indicates a comment was added. Move the mouse over the cell for more information or click the cell, then the Comments tab/button to view the comment.	

Exceptions Widget - Manager

eSTART State of Alabama

Adding Missed Punches

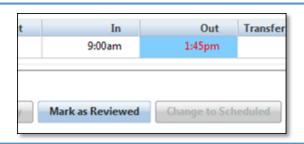
- In the Details View, click the cell containing the exception and click **Add Punch**.
- In the **Add Punch** dialog box, confirm the date. From the **Insert** drop-down list, select the applicable punch option.
- Enter the appropriate punch (In, Out, In/Out) and click Add.
- 4 Click Save. Confirm that the exception no longer appears in the time detail view.

Note: You can also double-click in a punch cell and enter a punch.

Add Punch Date 12/19/2013 Insert Out Punch Out 5p Add Cancel

Marking Exceptions as Reviewed

- 1 In the Details View, select the cell containing the exception.
- 2 Click Mark as Reviewed.
- 3 Click Save.



Adding Comments

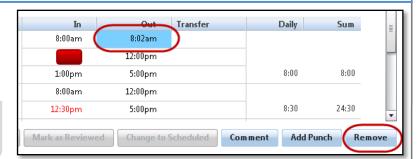
- 1 In the Details View, select a punch.
- 2 Click Comment.
- In the Add Punch Comment dialog box, select one or more comments from the list.
- 4 Click **OK**.
- 5 In the Details View, click Save.

Add Punch Comment | Early - Approved | Early - Unapproved | Excused - Network or Clock Issue | Family Care | Late - Approved | Late - Unapproved | Cancel

Deleting Punches

- 1 In the Details View, select the duplicate punch.
- 2 Click the Remove button.
- 3 Click Save.

Note: It is a good idea to attach a **Multiple Punches** comment to the duplicate punch before deleting it so that the reason for the deletion will be logged in the Audit trail.



Adding Non-Worked Time

- In the Details View, hover your cursor over the **Pay Code** cell and then click the **green plus sign**.
- In the Pay Code Edit dialog box, select the appropriate pay code from the **Pay Code** drop-down list.
- In the **Amount** field, enter the number of hours using an acceptable format.
- 4 Click **OK**.
- 5 In the Details View, click Save.

